

**Department of Employee Trust Funds
WRS EXTRANET USER MANUAL**

CHAPTER 2 – ACCESSING THE EXTRANET APPLICATIONS SITE

**200 Instructions to Access the Extranet
201 Resetting Password**

200 Instructions to Access the Extranet

The address for the Department of Employee Trust Fund's (ETF) Extranet site, is:

<http://etfextranet.it.state.wi.us>

Expedite access to the WRS Previous Service Benefit Inquiry screen by making the address a "Favorite." The Extranet site is used to ensure additional security for the information requested.

Several applications used by employers and/or authorized ETF staff can be found on the Extranet site as listed below. Technology does not allow the applications not used by employers to be moved from viewing. Employers will not be able to access applications even though the links are viewed.

EMPLOYERS

- ◆ *Previous Service and Benefit Inquiry*
- ◆ *WRS Account Update Application*
- ◆ *WRS Contribution Remittance*
- ◆ *WRS Employers – Reset Password*

AUTHORIZED ETF STAFF

- ◆ *SSA Access to ETF Benefit Data*
- ◆ *I.T. Project Request Status; Applications Development Bureau (ADB) Homepage; and I.T. Development Standards*

201 Resetting Password

Your password has a limited use time, after which it will need to be reset. The password is your key to secure applications and must remain CONFIDENTIAL. Please select a password that you can remember but that others will not easily guess. If you have any reason to believe your password has been compromised, change it at once and notify the Information Technology Help Desk at (608) 689-7622.

NOTE: Your new Password:

- ◆ Must be 7 to 8 characters long.
- ◆ Must contain at least one numeric [0-9] or a special character (@, #, or \$).
- ◆ Cannot be all numeric [0-9] and cannot be the same as your Logon ID.
- ◆ Cannot match any of your last eight (8) passwords.

In order to reset your password, double click on the “WRS Employers – Reset Password” link and complete all the fields, as directed below, based upon the information in the two letters you received after applying for your Logon ID account:

1. Fill in your Logon ID,
2. Fill in your lid identifier code,
3. Fill in your pswd identifier code,
4. Fill in your new password (twice),
5. Select “Submit Information.”